

Come work at CDSS where . . .

People come First!

Exciting Opportunity at the California Department of Social Services....

Emergency Food Assistance Program Staff Services Manager I

**One (1) Fulltime Vacancy
Salary Range \$5,079 - \$6,127**



EMPLOYMENT OPPORTUNITY

Do you want to work in a dynamic environment serving California's hungry families? The Emergency Food Assistance Program is looking for an individual with great leadership skills to supervise a team of journey level analysts and provide programmatic oversight and guidance and direction to food banks serving California's hungry individuals and families. Additional personal qualifications include initiative, dependability, good judgment, tact and diplomacy in dealing with people. The incumbent manages staff and oversees the Emergency Food Assistance Program. The staff: 1) provide technical assistance to County Food Distribution Agencies; 2) develop and conduct comprehensive annual reviews of county food banks; 3) develop and conduct training sessions for participating agencies; 4) establish statewide policy for the receipt, storage, handling and distribution of food; and 5) develop annual State Plans for each program that must be submitted to the United States Department of Agriculture (USDA). The office is located off of Fruitridge Road in south Sacramento. There is approximately 30 percent travel associated with this position. Free Parking

For additional information on the duties of this employment opportunity, please view the duty statement that follows this notice.

Who may apply: eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification. Candidates whose eligibility is based on an employment list must submit a copy of their examination results indicating their test score. All interested applicants must submit a standard State Application Form STD 678 (with original signature) and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Applications without eligibility information will not be considered. Appointment is subject to SROA and State surplus

Final File Date: July 1, 2010

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Joseph Zulueta
Phone: 916-229-3344

**WELFARE TO WORK DIVISION
Program Integrity Branch
Emergency Food Assistance Program and Fraud Bureau
Emergency Food Assistance Program**

**Staff Services Manager I
Duty Statement**

POSITION NUMBER: 281-4800-007

Under the general direction of the Section Chief, Staff Services Manager II (SSM II), the incumbent manages staff in the Emergency Food Assistance Program (EFAP). The staff: 1) provide technical assistance to County Food Distribution Agencies; 2) develop and conduct comprehensive annual reviews of county food banks; 3) develop and conduct training sessions for participating agencies; 4) establish statewide policy for the receipt, storage, handling and distribution of food; 5) develop annual State Plans for each program that must be submitted to the United States Department of Agriculture (USDA), and 6) receive quarterly claiming from food banks and determine appropriateness of claiming and recommend payment.

A. Responsibilities of the Position:

- 40% Plans, organizes, supervises and directs the work of Unit staff involved in providing technical assistance to recipient agencies to improve program performance as well as compliance with federal and state program requirements; approving and monitoring corrective action plans; and reviewing, evaluating and implementing program policy.
- 20% Initiates, develops, evaluates and coordinates the implementation of programmatic training programs.
- 10% Meets, consults and negotiates with departmental staff; representatives of contracting non-profit agencies and county organizations, County Boards of Supervisors; federal and state agency representatives, such as USDA Western Regional Office, USDA Washington DC Office, USDA Kansas City Office, Federal Emergency Management Agency (FEMA), California Emergency Management Agency (Cal EMA), American Commodity Distribution Association (ACDA), and others.
- 10% Works with Cal EMA, FEMA, other state and federal agencies, the Red Cross, local food banks, and other organizations to coordinate the distribution of emergency food to disaster sites in the event of a State of Emergency declared by the Governor or a federal disaster declared by the President.
- 10% Trains and provides staff development, mentoring, and support.
- 10% Acts as Section Chief in his/her absence.

B. Supervision Received:

The SSM I receives general direction from the SSM II, who ensures that the incumbent is sufficiently aware of unit, bureau, branch, division and department goals and policies to support them through unit activities and management actions.

C. Supervision Exercised:

The SSM I directly supervises four to five analysts in the Emergency Food Assistance Program.

D. Administrative Responsibility:

The SSM I is responsible for all management functions of the Emergency Food Assistance Program, and the maintenance of effective policies and procedures, organizational structure and staffing.

E. Personal Contacts:

The SSM I has frequent contact with the Budget Bureau, Estimates Branch, Accounting Bureau, Fiscal Policy and Procedures Bureau and private, county and federal agencies. Additionally, the SSM I may represent the department in discussing, analyzing and resolving critical and sensitive issues with County Boards of Supervisors, USDA Food and Nutrition Services, USDA Western Regional Office, ACDA, FEMA, and Cal EMA.

F. Actions and Consequences:

The SSM I exercises judgment in making decisions affecting all aspects of the EFAP. Failure to conduct the program audit reviews could jeopardize the department's ability to pass-on federal reimbursement monies to the counties and/or federal audit sanctions to the counties.

G. Other Information:

The position requires the ability/willingness to travel at least 30 percent of the time. This position requires the incumbent to maintain a level of professionalism and tact in a politically sensitive environment. The incumbent's mail station is located at 744 P Street, MS 19-51. The office is located at 8350 Fruitridge Road, Sacramento.